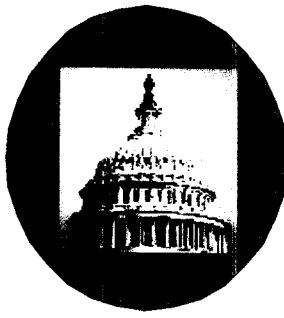


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**National Capital Consortium**  
UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
4301 JONES BRIDGE ROAD  
BETHESDA, MARYLAND 20814-4799

***NCC Guidance for Completion of the LOA and an MOU  
From Initiation to Full Execution***

**A. Letter of Agreement**

NCC Program Director *drafts* a Letter of Agreement (LOA) with the Preceptor from the outside training facility. The LOA must include the following:

- ☐ Names and reliable contact numbers for the officials responsible for resident education
- ☐ Education goals and objectives that includes all of the *ACGME Six Competencies*
- ☐ Period of assignment of residents
- ☐ Institution responsibility for teaching and supervision of NCC residents/fellows
- ☐ Policies and procedures that govern residents

**B. Memorandums of Understanding**

NCC Program Director *initiates* a request for the Memorandum of Understanding (MOU) with outside training facility through the NCC Administrative Office by completing the following:

- ☐ Access and complete the MOU worksheet, which is located on the NCC web page. (The submitted information will be forwarded to Mr. Edward Hawkins, USUHS Agreements Manager, with a copy to Ms. Michelle Clampitt, NCC Program Administrator)
- ☐ GMEC for review and approval
- ☐ Concurrence of NCC Administrative Director and Legal Counsel
- ☐ Concurrence and Signature of Chair, NCC Board of Directors

**C. Conclusion of the MOU**

The USUHS Agreements Manager will mail two original copies of your agreement that are signed by the Chair, Board of Directors to the outside training facility for final signature. Please ensure that the Agreements Manager has good contact information for the outside facility. The following is the conclusion process

- ☐ Both MOUs must be signed by an appropriate signing official from the outside training facility
- ☐ One original copy will be retained by the outside training facility

- One original will be returned to the USUHS Agreements Manager for distribution. The Agreement should be sent to the following address:

Agreements Manager (A1040B)  
Uniformed Services University  
of the Health Sciences  
4301 Jones Bridge Road  
Bethesda, Maryland 20814-4799

Once the Agreements Manager receives the NCC MOU original copy containing all signatures from the outside training facility and you have received your electronic copy of the concluded MOU from the Agreements Manager, you may consider the MOU as FULLY EXECUTED, CURRENT, AND IN EFFECT. Additionally, as required by the ACGME, a copy of the signed LOA should be forwarded to the NCC Administrative Office to update our program files. Please contact the NCC Administration office at 301-295-3445 or 301-295-3436 should you require any additional information or assistance.

Ms. Lisa Reaves  
NCC Administrator